



JOB DESCRIPTION

Title: **ASSOCIATE PLANNER**
Department: Community Development
Class Code: 3337
FLSA Status: Non-Exempt
Effective Date: July 1, 2005 (Rev. 07/2008)
Grade Number: 18

GENERAL PURPOSE

Under general supervision of the Community Development Director performs specialized, complex and administrative duties requiring the exercise of independent judgment. Conducts planning activities which may include planning support for information dissemination, site plans and ordinance review.

EXAMPLE OF DUTIES

- *-- Responds to and assists the general public, realtors, contractors, developers, etc., in regards to city planning, and zoning matters; assists applicants in the processing for site plan review, conditional use permit, Board of Adjustment, subdivisions and rezoning applications.
- *-- Reviews applications for conditional use permits, reviews and approves construction plans and drawings for compliance with city regulations. Maintains records and minute index of development activities. Prepares Conditional Use Permits once approval has been granted by the Planning Commission.
- *-- Works with Geographic Information System (Arc/Info) for property identification and buffering of properties for mailing notices and planning related issues.
- *-- Responsible for meeting the legal time constraints and conditions regarding notification and publishing requirements for Planning Commission public meetings.
- *-- Assists in the General Plan updates as amendments occur; researches plats and records to determine ownership of property.
- *-- Prepares reports, makes recommendations on approval, denial or modification of applications for agenda items for Planning Commission and Board of Adjustment. Participates in Planning Commission, Board of Adjustment and planning review meetings in presenting staff recommendations as assigned.

- *-- Assists in planning studies, surveys involving the correlation and assembly of information; participates in preparation of charts, maps and visual aids, and compiles information.
- *-- Responsible for transcription, distribution and storage of minutes from public meetings and ensure conformity with department policies, rules and procedures.
- *-- Serves as staff in providing information to elected and appointed officials, e.g. City Council, Planning Commission, Board of Adjustment, etc., as requested in matters relating to planning and development; coordinates development proposals with other City Departments to inform or receive appropriate developmental standards.
- *-- Maintains and updates the city's zoning ordinance, minutes and agendas for the web site; periodically signs off zoning approval for building permit applications; receives citizen complaints regarding zoning violations and coordinates with code enforcement officers.
- *-- Answers the telephone and screens callers; greets public at the counter.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from an accredited university with a Bachelor's Degree in Planning, Political Science, Geography or in a closely related field and one (1) year of experience in planning and zoning, government relations, or equivalent combination of education and experience.

Experience to include six (6) months experience in word processing using Microsoft Word or WordPerfect/Windows or IBM System AS400. Preference given to those with experience in the use of word processing and spreadsheets.

Able to obtain Notary Public Certification.

Necessary Knowledge, Skills and Abilities

- Knowledge of city ordinance regulations to provide public information needs at the counter and on the phone. Knowledge of community development practices, local government operation and structures, map reading, interpretation, and principles of public relations.
- Responsible for disseminating and coordinating correct information to the public, affecting decisions concerning development of the City.

- Ability to process departmental purchase orders and requisitions.
- Ability to communicate relevant information to the public regarding City ordinances, procedures, and development standards; ability to communicate effectively verbally and in writing, ability to communicate effectively at the counter and over the phone with City employees, citizens, developers, and contractors; furnishing and obtaining information; ability to work effectively with upset customers in maintaining and improving the City's public image.
- Ability to maintain and update minutes and agendas on web page.

TOOLS & EQUIPMENT

- Personal computer including word processing, spreadsheet and database software; phone; copy and fax machine, and other equipment pertaining to this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.